



Equitrac Office®

Control costs and improve efficiency

equitrac  
Office®

**SHARP**

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# Optimise your fleet of MFPs

Helping businesses understand and reduce the true cost of printing and copying

Equitrac Office® can help you optimise your fleet of MFPs while supporting your environmental objectives.

We start with information. Equitrac Office creates a unified view of print, copy and scan activity - by user and by workgroup - for all the Sharp OSA-enabled MFPs on your network.

You'll be able to see exactly who has been using them (and when), including which functions they used and the type and number of pages they produced.

The extensive range of reports, which can be customised for different locations or decision makers, are available in summary and detailed views and can be distributed automatically.

15/05/2013

**Detailed activity**  
by device

equitrac

Reporting period 01/05/2013 to 15/05/2013

Sharp MX-2640 (Aries II - Stockley Park)							
Date	User	Account	Type	Description	Details	Pages	Cost
15/05/2013 12:31	sales	english	billing	Corporate Brochure.pdf	12 x A4/D	12	0.12
15/05/2013 12:31	sales	english	billing	Lake & Mountains.pdf	1 x A4/D	1	0.01
15/05/2013 12:32	sales	english	billing	Rock Pool.pdf	1 x A4/D	1	0.01
15/05/2013 12:32	sales	english	billing	Seeps Selection.pdf	1 x A4/D	1	0.01
15/05/2013 13:47	stockley	english	billing	Copy	1 x A4	1	0.01
15/05/2013 13:48	stockley	english	billing	Copy	1 x A4/D; 1 x A4/C/D	2	0.06
						18	0.22

Detailed Reporting



# Save and Recover Costs

Bringing lasting improvements to your entire document ecosystem

## Save money

Once you have the reports, you can start saving money – by enforcing rules that govern the ability to use colour and which set the MFP to print on both sides of the page, for example.

Other rules can be set to redirect print jobs to devices that have a lower cost-per-page.

Or you can simply use the information collected by Equitrac Office to redeploy machines, ensuring that they are neither over- or under-used.

## Recover costs

You can also set up an accounting system that allows you to recover costs from the appropriate cost centres. In addition, Equitrac Office V5 also interfaces with many popular payment systems including PayPal.

Costs can be tracked by file size, paper size, media type, colour or duplexing, and you can adjust the pricing for different groups of users.



# Convenient & Secure

## Bringing lasting improvements to your entire document ecosystem

As well as giving you the information you need to make money-saving changes, Equitrac helps prevent waste while enhancing document security, too.

### Increase document security

Equitrac Office improves the security of every print, copy and scan job. Using user authentication prevents unauthorised access and audit trails record who printed what, when, and on which device. But that's not all.

Follow-You® Printing protects you from the danger of sensitive documents being left unattended in the output tray. Print jobs are held on a secure server until the user logs on at the MFP's control panel (or by swiping a card at an optional card reader) to start the run.

With Equitrac Office V5, you now have the flexibility to print via print servers or through the innovative I-Queue™ print system.

I-Queue eliminates the need for print servers and provides secure, fully-managed printing from any compatible desktop or laptop PC from anywhere within the office, without having to worry about configuring printer drivers.

### Greater convenience

No one likes to carry piles of paper around with them. And now, thanks to Equitrac Office's Follow-You® Printing feature, you don't have to.

Simply store potentially useful documents in a secure print queue. If it turns out that you need hard copies - maybe to share during a meeting in another part of the building - you can log in at the nearest MFP and print them on demand.

Unwanted jobs are easy to delete, nothing gets lost and nothing is wasted. With Follow-You® Printing you'll never depend on a single MFP again.



Follow You® Printing





# Powered by Sharp OSA

Sharp OSA-enabled MFPs give you even more than the powerful functions you come to expect

Thanks to our technology partners, our latest MFPs can be a gateway to your network, giving you and your team the information that's needed for timely, effective decision making.

What's more, they can automate time-consuming manual tasks such as document scanning, indexing and filing.





# Specification

## Server Requirements

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Intel Pentium III or AMD Athlon processor

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1 GB of RAM

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8 GB of Hard Disk space

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Windows Server 2003 (SP1) and Server 2008, Novell NetWare and various Linux and UNIX server systems; Equitrac recommends a dedicated server (physical or virtual) for Suite and Enterprise Editions, while Small Office Edition can run on Windows XP Professional or a shared server

## Workstation Requirements

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Intel Pentium or AMD Athlon processor

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256 MB of RAM

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50 MB of Hard Disk space

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Windows 2000, XP and Vista, Mac OS X and several Linux desktop systems

## Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations.

Our mission is to develop new products that support individual expression; creating life enhancing experiences that let you be original.

### Notes

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